

EQUAL OPPORTUNITY ADVISOR (EOA)

This program requires the submission of a package and E-resume at the time of application.

Job Description

The Equal Opportunity Advisor (EOA) serves as field-level expert for military and civilian civil rights and equal opportunity for a geographically dispersed workforce. Understands and articulates CG and civil rights laws, regulations, Commandant Instructions and policies to include the Civil Rights Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act, the Equal Pay Act, and other federal statutes and regulations applicable to civilian EEO programs. Works with, and provides leadership to, unit Human Relations Councils, Partnership in Education Programs, and Special Emphasis Programs [Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program] in proactively promoting a work environment free of all forms of harassment and discrimination. Prepares statistical workforce reports, and participates in organizational assessments required by the EEO Commission via Management Directive 715. Assists in monitoring progress in addressing barriers to equal opportunity. Organizes and conducts Human Relations Awareness Training, to include Prevention of Sexual Harassment. Assists units as appropriate when they administer the electronic version of Sexual Harassment Prevention training. Receives, counsels and assists in processing individual complaints of discrimination and harassment. Makes recommendations for appropriate remedies and seeks early resolution of complaints. May serve as a mediator. Provides advisory assistance to commanders and investigating officers in the conduct of administrative inquiries and investigations. Participates in DEOMI, CG and national civil rights organizations' forums and training conferences as required. Works with the CO, local chamber of commerce, local city officials, local law enforcement and/or representatives from the Department of Justice in addressing social climate issues. Works with and reports to the servicing Civil Rights Program Manager.

Laptop computer, RAS tokens, pagers and/or cellular phones are issued to have connectivity with unit when on the road. Basic computer knowledge of Word Doc, Excel Spreadsheets, and Power Point is a plus.

EOAs are attached to Areas and Districts. This position requires extensive travel through the region that is often unplanned and urgent in nature.

Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2009 to apply.
- You must be an E-6 or an E-7 (not above the cut for E-8 or competing for E-8 in 2008)
- You MUST meet the Special Assignments criteria outlined in the PERSMAN, Arts. 4.E.2.A and 4.E.17
- Must have or be eligible for the Government Travel Charge Card.

Timeline

Full applications and E-resumes are due NLT Friday, 13 Jun 08.

AY09 Applicant Packages - Assemble as follow top to bottom:

- CO Endorsement – **Note 1**
- Member's Memo – **Note 2**
- Printed From Direct Access, Employee Review Summary
- Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using New Office Document > Other Document > Professional Resume.
- Photos: 2 4x6 Full Length photos Tropical Blue Long (**Note 3**); Uncovered; One side, One front View.

Note 1: Command Endorsement: Endorsements are essential to the selection process and shall address each of these elements in bullet format:

- Statement the member meets the minimum qualifications in PERSMAN Arts. 4.E.2 and 4.E.17
- Member's capability of handling sensitive material.
- Communication Skills. Overall speaking ability; tact and diplomacy, confidence, and general interaction with speaking to large and small groups. Statement the member does not have a pronounced accent or speech defect. Member must be comfortable using technology w/presentations.
- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament, and their ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.

Note 2: Coast Guard Memorandum not to exceed two pages.

- Specifically addresses why you are interested in becoming an EOA and any experience you bring to the position;
- Please provide a paragraph on your view of the Civil Rights and EOA programs;
- Your experience/knowledge with today's technology (i.e. PPT, E-learning and so forth).

Note 3: Personnel assigned to PATFORSWA pictures can be taken in Desert BDUs.

The preferred method of package receipt is PDF electronic files. Files must contain signatures. If an e-copy package is transmitted a hard copy is not necessary. E-mail to PERS3 Deborah.M.Turner(at)uscg.mil. No faxing. If mailing package shall be sent to:
CGPC (CGPC-epm-2)

Attn: Special Assignments
4200 Wilson Blvd.
Suite 1100, Room 900
Arlington, VA 22203-1804
(202) 493-1291

E-Resumes and Shopping List

The Official Shopping List will be posted o/a 15 April 2008. Please list at least two positions on your E-resume. **Command Endorsement to the E-resume should read:** "Highly recommended

for EOA duty. Member meets the minimum requirements outlined in PERSMAN Arts. 4.E.2.A and 4.E.17. Package under separate cover.”

Advisory: Members applying to this program need to be prepared to go to any vacancy.

The following vacancies are anticipated in AY09:

00035211	POC	CAPE MAY NJ
00041795	POC	NEW ORLEANS LA
00014581	POC	CLEVELAND OH

Competition

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic interview process takes place. The Program Manager works closely with EPM-2 and a “best qualified” applicant list is developed. Applicants will be contacted via email or phone on their selection and assignment locations. All orders will be issued NLT 1 Aug of each calendar year.

“What is Best Qualified?” Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.

Pay and Allowances

There is no SDAP for this program.

Training

Must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) *** Equal Opportunity Advisor Course prior to assuming full-time responsibilities. Upon Selection for EOA duty, the HQ Program Manager will arrange for a quota through TQC. This 10.5 week course is located in Cape Canaveral, Florida. Classes traditionally convene in the spring and summer. For more information on course curriculum visit <https://www.patrick.af.mil/deomi/EOEEOCourse/CourseIndex.htm>

*** Training location and course curriculum subject to change.

Completion of an Instructor course is highly desirable prior to DEOMI. Should the applicant not have this course completed, they should anticipate attending this course sometime in the near future.

Attendance and completion of CPO Academy or DoD Senior Enlisted Course is highly desirable but not required.